



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
**HUMAN RESOURCES DIVISION**  
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Lieutenant Governor

MICHAEL J. HEFFERNAN  
Secretary

RONALD J. ARIGO  
Chief Human Resources Officer

**MEMORANDUM**

**TO:** Agency Heads and Departmental Human Resources Directors, Labor Relations Directors, Payroll and Budget Staff, with Employees in Bargaining Unit 9

**FROM:** Ronald J. Arigo, Chief Human Resources Officer, Human Resource Division *Ronald J. Arigo*

**ISSUED IN CONJUNCTION WITH:** Catharine Hornby, Budget Director *Catharine Hornby*  
Executive Office for Administration and Finance

**DATE:** October 29, 2018

**RE:** Implementation of the July 1, 2017 – June 30, 2020 Commonwealth –  
Massachusetts Organization of State Engineers and Scientists Collective Bargaining Agreement

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On May 22, 2018, the Commonwealth of Massachusetts's Human Resources Division signed a labor agreement with the Massachusetts Organization of State Engineers and Scientists, Unit 9, for the period of July 1, 2017 to June 30, 2020. On October 23, 2018 funds were appropriated (1599-4449) to cover the incremental cost items for Fiscal Year 2018 as contained in the Agreement (Section 67 of Chapter 273 of the Acts of 2018). The contract was approved by the Legislature and signed by the Governor on October 23, 2018. Supplemental funding (Section 67 of Chapter 273 of the Acts of 2018) authorizes the implementation of the provision of the new agreement effective October 23, 2018. All non-economic terms of this agreement were implemented effective June 13, 2018. The new salary charts will be implemented the pay period beginning November 11, 2018. Retroactive payments will become effective the subsequent pay period. Instructions regarding retroactive payments will be sent out in a separate correspondence from the Office of the Comptroller. Information and implementation instructions from the Human Resources Division (HRD) and the Executive Office for Administration and Finance (A&F) are provided herein.

**Confidential, Intermittent, Short-Term Employees**

In accordance with Section 46 of Chapter 30 of the Massachusetts General Laws, the salary rate increases will apply to employees in confidential positions who would otherwise be included in these collective bargaining units and to intermittent and short-term employees who are incumbents of positions in titles assigned to this collective bargaining unit. ***Employees who are appointed to nine-hundred sixty (960) hour positions, (retirees occupying so-called PR position types), will not be eligible for the aforementioned salary rate increases.***

Questions regarding the provisions of the new agreement should be directed to Matthew Hale, Assistant Director, HRD's Office of Employee Relations, at 617-878-9795. Questions regarding the applicability of these provisions to confidential, intermittent or short-term employees should be directed to Sarah Unsworth, Manager of Classification and Compensation, HRD, at 617-878-9751.

A copy of this Implementation Memorandum will be posted on HRD's website at (<https://www.mass.gov/orgs/human-resources>). A fully integrated 2017 – 2020 Collective Bargaining Agreement will be distributed as soon as administratively possible.

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## **SECTION I**

### **CHANGES to the COLLECTIVE BARGAINING AGREEMENT**

#### **ARTICLE 3 MOSES SECURITY**

##### **Section 3.2**

An employee may consent in writing to the authorization of the deduction of dues from his/her wages and to the designation of MOSES as the recipient thereof. Such consent shall be in a form acceptable to the Employer, and shall bear the signature of the employee. An employee may withdraw his/her MOSES dues check-off authorization by giving at least sixty days' notice in writing to his/her department head, and by filing a copy thereof with the Treasurer of MOSES.

**The parties agree to meet and discuss establishing an electronic authorization for designation of MOSES membership and dues deductions.**

##### **Section 3.3**

An employee may consent in writing to the authorization of the deduction of an agency fee from his/her wages and to the designation of MOSES as the recipient thereof. Such consent shall be in a form acceptable to the Employer, and shall bear the signature of the employee. An employee may withdraw his/her agency fee authorization by giving at least sixty days' notice in writing to his/her department head, and by filing a copy thereof with the Treasurer of MOSES.

**The parties agree to meet and discuss establishing an electronic authorization for agency fee deductions.**

#### **ARTICLE 5 MOSES BUSINESS**

##### **Section 5.8 Employer Provision of Information**

**J. The Human Resources Division will provide MOSES with weekly notice of accepted offers of employment into the bargaining unit, including new hires, rehires and transfers. The information will include the following: agency name, candidate name, personal e-mail address, location of employment, official title, functional title, bargaining unit, actual start date of employment, offer acceptance date and days since offer has been accepted. MOSES will provide the Human Resources Division a designated e-mail address to which said information may be sent.**

## **Section 5.9 Orientation**

**Within the first thirty (30) days of employment or entering into the bargaining unit from a non-bargaining unit position, the Department/Agency will allow up to one hour for a MOSES representative to discuss MOSES with the employee(s) without the presence of non-bargaining unit employees.**

## **ARTICLE 7 WORKWEEK AND WORK SCHEDULES**

### **Section 7.1 Scheduled Hours, Workweek, Workday**

**E.** The parties acknowledge the benefit of establishing alternative work schedules, including but not limited to flexible hours, staggered hours, part-time and job sharing where such programs contribute to the efficient delivery of state services. The MOSES/Management Committee established pursuant to Article 26 of this Agreement shall meet to determine the feasibility of establishing such options where they do not currently exist, to monitor existing programs, and to recommend changes where appropriate. Upon the written request of either party, MOSES shall meet with local and central office representatives relative to developing and implementing flex-time/alternative-work schedules where feasible for an individual worksite/facility or for the department/agency. Following said meetings where there continues to be any unresolved issues the areas of dispute may be brought at the request of either party to the Human Resources Division to work toward a possible resolution. All agreements reached pursuant to the above paragraph shall be submitted to MOSES and the Human Resources Division for approval. \*

**\*See Program Guidelines for Alternative Work Options (AWO) in Appendix E.**

## **ARTICLE 8 LEAVE**

### **Section 8.2 Paid Personal Leave**

**During the first full pay period in each January**, full-time employees on the payroll as of September 1, 2011 will be credited with paid personal leave credits at the following rate:

<u><b>Scheduled Hours per Week</b></u>	<u><b>Personal Leave Credits</b></u>
<b>37.5 hours per week</b>	<b>37.500 hours</b>
<b>40.0 hours per week</b>	<b>40.000 hours</b>

Such personal leave may be taken during the following twelve (12) months at a time or times requested by the employee and approved by his/her Appointing Authority. Full-time employees on the payroll prior to September 1, 2011 who are promoted into the bargaining unit after January 1 of each year who have not been credited with personal leave during said year will be credited with personal leave days in accordance with the following schedule:

<u>Date of Promotion into Unit</u>	<u>Scheduled Hours per Week</u>	<u>Personal Leave Hours Credited</u>
January 1 – March 31	37.5	37.5 Hours
	40.0	40.0 Hours
April 1 – June 30	37.5	25.0 Hours
	40.0	26.67 Hours
July 1 – September 30	37.5	12.5 Hours
	40.0	13.33 Hours
October 1 – December 31	37.5	0.0 Hours
	40.0	0.0 Hours

**During the first full pay period in each January, full-time employees hired after September 1, 2011 will be credited with paid personal leave credits at the following rate:**

<u>Scheduled Hours per Week</u>	<u>Personal Leave Credits</u>
<b>37.5 hours per week</b>	<b>22.500 hours</b>
<b>40.0 hours per week</b>	<b>24.000 hours</b>

Full-time employees on the payroll after September 1, 2011, and who are promoted into the bargaining unit after January 1 of each year, and who have not been credited with personal leave during said year, will be credited with personal leave days in accordance with the following schedule:

<u>Date of Hire into Unit</u>	<u>Scheduled Hours per Week</u>	<u>Personal Leave Hours Credited</u>
January 1 – March 31	37.5	22.5 Hours
	40.0	24.0 Hours
April 1 – June 30	37.5	15.0 Hours
	40.0	16.0 Hours
July 1 – September 30	37.5	7.5 Hours
	40.0	8.0 Hours
October 1 – December 31	37.5	0.0 Hours
	40.0	0.0 Hours

**Any paid personal leave not taken by the last Saturday prior to the first full pay period in January will be forfeited by the employee to the Mutual Aid Reserve Fund (MARF). Personal leave days for regular part-time employees will be granted on a pro-rata basis. Personal leave may be used in fifteen (15) minute increments and may be used in conjunction with vacation leave.**

An employee who cannot utilize his/her personal leave in the months of November and December, due to the operational needs of the Department/Agency shall be permitted to carry-over one day of personal leave credit not utilized, to the next calendar year.

Nothing in this Section shall be construed as giving more than three (3) days personal leave in a given year to those hired after **September 1, 2011** and five (5) days personal leave in a given year to those on the payroll as of September 1, 2011.

### **Section 8.3 Bereavement Leave**

**A. Upon evidence satisfactory to the Appointing Authority of the death of a spouse or child, or the death of a step-child living in the household of an employee, the employee shall be entitled to a maximum of seven (7) days of leave without loss of pay to be used at the option of the employee within thirty (30) calendar days the date of the death of a child, or stepchild living in the household, and within ninety (90) calendar days the date of death of the employee's spouse.**

**B. Upon evidence satisfactory to the Appointing Authority of the death of a foster child, stepchild not living in the household, parent, step parent, brother, sister, grandparent, grandchild, person for whom the employee is legal guardian, parent or child of spouse, or person living in household, an employee shall be entitled to a maximum of four (4) days of leave without loss of pay to be used at the option of the employee within thirty (30) calendar days from the date of said death.**

**C. Upon evidence satisfactory to the Appointing Authority, an employee shall be granted one (1) day of leave without loss of pay to attend the funeral of the employee's brother-in-law/sister-in-law, or the grandparent or grandchild of the employee's spouse.**

**D. In the event of a burial and or memorial service outside of the thirty (30) or ninety (90) days, an employee may use their allotted bereavement leave in conjunction with said service, subject to the approval of the Appointing Authority/designee.**

## Section 8.7 Family and Medical Leave

### A. Family Leave

1. An Appointing Authority shall grant to a full time or part time employee who has completed her/his probationary period, or if there is no such probationary period, has been employed for at least three consecutive months, an unpaid leave of absence for up to twenty-six (26) weeks in conjunction with the birth, adoption or placement of a child as long as the leave concludes within twelve (12) months following the birth or placement. The ability to take leave ceases when there is no longer a need for leave in conjunction with the foster placement. **Regardless whether an employee has completed their probationary period, an employee shall be entitled to benefits as provided by the Massachusetts Parental Leave Act, M.G.L. c. 149, §105D, and other applicable laws.**

2. **New employees, who have completed six full months of employment but remain within their probationary period, may request the Appointing Authority to waive their remaining wait time for FMLA. Such request shall include submission of satisfactory medical evidence that demonstrates either (a) an existing catastrophic illness; or (b) a problematic pregnancy that prevents the employee from being able to perform the functions of her position. Any leave granted under this waiver will be charged against the employee's FMLA leave as described in this section. The remaining rights and obligations under Section 8 shall apply.**

3. At least **two (2) weeks** in advance, the employee shall submit to the Appointing Authority a written notice of his/her intent to take such leave and the dates and expected duration of such leave. If **two (2) weeks'** notice is not possible, the employee shall give notice as soon as practicable. The employee shall provide upon request by the Appointing Authority proof of the birth or placement or adoption of a child.

### B. Medical Leave

2. **New employees, who have completed six full months of employment but remain within their probationary period, may request the Appointing Authority to waive their remaining wait time for FMLA. Such request shall include submission of satisfactory medical evidence that demonstrates either (a) an existing catastrophic illness; or (b) a problematic pregnancy that prevents the employee from being able to perform the functions of her position. Any leave granted under this waiver will be charged against the employee's FMLA leave as described in this section. The remaining rights and obligations under Section 8 shall apply.**

3. Upon the submission of satisfactory medical evidence that demonstrates an existing catastrophic illness, the Appointing Authority shall grant the employee, on a one-time basis, up to an additional twenty-six (26) weeks of non-intermittent FMLA leave.



**4.** At least two (2) weeks in advance, the employee shall submit a written notice of his/her intent to take such leave and the dates and expected duration of such leave. If two (2) weeks' notice is not possible, the employee shall give notice as soon as practicable. The employee shall provide, upon request by the Appointing Authority, satisfactory medical evidence. An employee requesting a medical leave shall complete the Department's FMLA form and submit it to the Appointing Authority. Under FMLA law, the Appointing Authority may obtain a second opinion at its own expense. In the event there is a conflict between the second opinion and the original medical opinion, the Appointing Authority and the employee may resolve the conflict by obtaining the opinion of a third medical provider, who is approved jointly by the Appointing Authority and the employee, at the Appointing Authority's expense.

## **ARTICLE 9 VACATIONS**

### **Section 9.17 (New)**

Employees hired on or after July 1, 2018 with at least 4.5 years of relevant work experience at the time of hire, shall begin to accrue vacation credits at the rate of 4.326975 hours (75/biweekly) or 4.61544 hours (80/biweekly). An employee's relevant work experience will be determined by the Appointing Authority's analysis of said employee's prior work history. Said employees will remain at this rate until they reach 9.5 years of creditable service with the Commonwealth.

The Appointing Authority shall notify new employees in writing at the time of hire that they may request credit for prior relevant work experience. Employees shall have six months from the date of notification to file a request for such credit. If the employee fails to file a request within the allotted six months, he/she shall be eligible to receive enhanced vacation accrual on a prospective basis.

**\*See attached Vacation MOU Regarding Current Employees.**

### **Section 9.18 (New)**

Employees shall continue to be entitled to vacation status and credits from prior government employment in the same manner as is currently provided for employees under HRD's Guidelines for Transfer of Benefits.

## **ARTICLE 12 SALARY RATES**

### **Section 12.1**

The following shall apply to full-time employees:

**A.** Effective July 9, 2017, employees who meet the eligibility criteria provided in Section 2 of this article shall receive a one percent (1%) increase in salary rate.

**B. Effective July 9, 2017, employees who meet the eligibility criteria provided in Section 2 of this article shall receive an additional increase of one percent (1%) in salary rate. This increase is due to economic revenue triggers having been met by the Commonwealth.**

**C. Effective July 8, 2018, employees who meet the eligibility criteria provided in Section 12.2 of this Article shall be paid in accordance with the July 8, 2018 Schedule of Bi-Weekly Salary Rates shown in Appendix A-2.**

**D. Effective July 7, 2019, employees who meet the eligibility criteria provided in Section 12.2 of this Article shall be paid in accordance with the July 7, 2019 Schedule of Bi-Weekly Salary Rates shown in Appendix A-2.**

#### **Section 12.4**

**B. Whenever an employee receives a promotion to a higher job group, the employee's new salary rate shall be calculated as follows:**

1. Determine the employee's salary rate at his/her current job group;
2. Find the next higher step within the employee's current job group, or, for employees at the maximum rate within their current job group, multiply the employee's current salary rate by one plus two one-hundredths (1.02);
3. Compare the resultant amount to the rates for the higher job group into which the employee is being promoted;
4. The employee's salary rate shall be the first rate in the higher job group which at least equals the resultant amount.
- 5. In the event the application of the above formula results in a salary that is less than the amount the employee would receive had he/she been promoted to the next lower grade, the employee's salary upon promotion shall be increased to the next higher step in the grade the employee is being promoted into.**
- 6. When an employee is receiving a promotion to a higher-grade position and the promotion date occurs shortly before a step anniversary date in the lower-grade position, the employee has the option to request the Agency and M.O.S.E.S. to meet to discuss the possibility of postponing the promotion until the step anniversary date in the lower grade position.**

## **Section 12.9**

**A.** Step 1 shall become the hiring rate for employees hired or reemployed, except in cases where an employee is hired by a department/agency at a salary rate, approved by the Chief Human Resources Officer, above the hiring rate.

**B.** When the Commonwealth intends to hire a person above Step 1, it shall forward to MOSES at least two (2) weeks before the hiring date, the following:

- 1.** A certification that this appointment will be made in accordance with Chapter 30, Section 46, paragraph (5A), because the employee has served satisfactorily in a comparable position for a period of time equivalent to the period required had such service been entirely in the service of the Commonwealth.
- 2.** A copy of the posted position.
- 3.** A copy of the resume of the person intended to be hired.

## **ARTICLE 13A HEALTH AND WELFARE**

### **Section 13A.6 Mutual Aid Reserve Fund**

The parties have established a Mutual Aid Reserve Fund (MARF) to be operated in accordance with Appendix F.

## **ARTICLE 13B TUITION REMISSION**

### **Section 13B.1**

Full-time employees shall be eligible for tuition remission as follows: **(For the UMass system, “tuition remission” is defined as the “student tuition credit”).**

- A.** For enrollment in any state-supported course or program at the undergraduate or graduate level at any Community College, State College or State University excluding the M. D. Program at the University of Massachusetts Medical School, full tuition remission shall apply.
- B.** For enrollment in any non-state supported course or program offered through continuing education at any Community College, State College or State University, excluding the M. D. Program at the University of Massachusetts Medical School, fifty percent (50%) tuition remission shall apply.
- C.** Remission benefit is subject to space available and usual and ordinary admission policies. It is also subject to the approval of the Board of Higher Education and the policies and procedures of same.

D. A committee shall be established to evaluate the experience of this program and to consider possible extension of the program and to make recommendations concerning both.

E. Spouses of full time employees shall be eligible for the remission benefits contained in this Article and subject to the other provisions of this Article. It is understood that any program of spousal eligibility developed by the Board of Higher Education in conjunction with the Employer (HRD) require the subordination of spousal eligibility rights to those remission benefit rights extended to full time state employees in different bargaining units as well as full time employees covered by the provisions of this agreement.

**F. The parties agree to establish a committee consisting of three (3) members chosen by MOSES and three (3) members chosen by the Employer to study the impacts on Unit 9 employees caused by the implementation of Outside Section 73 1 B (f) of the FY 16 budget and the establishment of the student tuition credit at the University of Massachusetts system. If the committee discovers there are negative impacts, they shall make mitigation recommendations to the Secretary of Administration and Finance.**

## **ARTICLE 13C DEPENDENT CARE**

### **Section 13C.1**

The Employer and MOSES acknowledge that dependent care issues are of major concern to both parties. In order to address these issues, there shall be a joint MOSES/Management Committee comprised of four (4) members designated by the Employer and four (4) members designated by MOSES. The Committee shall meet on a monthly basis and shall consider issues relating to dependent care and will develop and make recommendations by June 30, **2019**.

## **ARTICLE 19 TRAINING AND CAREER LADDERS**

### **Section 19.1 General**

*(From the 2014-2017 Collective Bargaining Agreement)*

**B. During the first pay period in July each year commencing in July 2018, the Commonwealth shall deposit \$55,000 into the Training Trust Fund to be established per Article 19.7.**

### **Section 19.2 Committee**

**A. Toward those ends, the Employer and MOSES agree to establish a Unit 9 Training and Career Ladders Committee consisting of **three** persons appointed by**

MOSES and **three** persons appointed by the Employer. Such Committee shall function continuously throughout the life of this Agreement.

- B.** The Training and Career Ladder Committee shall meet at regular intervals but in no event less than quarterly.

### **Section 19.7 Training Trust Fund (New)**

**A Training Trust Fund overseen by the Committee established under Section 19.2 shall seek to provide necessary training to assure Unit 9 employees remain current in Science, Technology, Engineering and Mathematics (STEM) and other matters of importance.**

**The Committee shall meet with Appointing Authorities for input regarding necessary training and shall strive to provide equal training opportunity for all employees.**

**The Training Trust Fund shall receive the funding provided under Section 19.1B of this Agreement and may accept funding from other sources.**

**Where there is a continuing need for updated knowledge in STEM subjects, the Committee may seek employees in the Unit who are willing and capable to be Training Officers and may provide them special training and education. The Committee is authorized to provide training through outside sources.**

**Where there is a need for specialized training, the Appointing Authority will inform the committee of the need and the committee will meet with the Appointing Authority regarding developing a fair procedure for choosing the most qualified employee(s) to receive the specialized training.**

**Nothing contained in this Section shall limit, replace, eliminate or reduce the employer's responsibilities to provide for employee training required to comply with Chapter 149 of the General Laws including, but not limited to amendments by Section 26 of Chapter 144 of the Acts of 2014.**

## **ARTICLE 23 ARBITRATION OF DISCIPLINARY ACTION**

### **Section 23.1**

**No Unit 9 employee who has been employed by the Commonwealth for **nine** consecutive months or more shall be discharged, suspended, or demoted for disciplinary reasons or given a warning or reprimand without just cause.**

**An employee who severs his/her employment with the Commonwealth must serve an additional probationary period upon reemployment. An employee who leaves a position in an**

agency for another position in a different agency must serve an additional probationary period whether in the same or a different job title. A bargaining unit employee who accepts a bargaining unit position in a different agency without a break in service and is unsuccessful in the probationary period in the different agency shall return to his/her prior position in the previous agency, or if the position he/she vacated is not available he/she shall be placed on a recall list for the next available vacancy within that job title and location.

### **ARTICLE 30 DURATION**

This Agreement shall be for the three year period from July 1, **2017** through June 30, **2020** and the terms contained herein shall be effective upon execution unless otherwise specified. Should a successor agreement not be executed by June 30, **2020**, this Agreement shall remain in full force and effect until a successor agreement is executed. At the written request of either party, negotiations for a subsequent agreement will be commenced on after January 1, **2020**.

### **Article 32 WAGE REOPENER (New)**

**In the event that during the term of this Agreement a Collective Bargaining Agreement is submitted by either the Governor, or the Secretary for Administration & Finance and said Agreement is funded by the Legislature and in the event such Agreement contains provisions for across-the-board salary increases or other economic terms that in the aggregate are in excess of those contained in this Agreement, the parties agree to re-open those provisions of this Agreement to further bargaining.**

**APPENDIX D**  
**(APPENDIX TO ARTICLE 17)**

**CLASSIFICATION AND RE-CLASSIFICATION**

The Commonwealth and MOSES agree that during the term of this agreement the Commonwealth shall retain the unreserved right to implement revised job specifications for job titles certified to bargaining unit 9 except when:

- The revised job specification will require a change in minimum entrance requirements that would adversely affect promotional opportunities for employees in bargaining unit 9

Or

- The revised job specification contains level distinguishing characteristics that are more restrictive than current and prevailing employment practices.

In the event MOSES believes either of the above are true, the matter shall be submitted to expedited arbitration in a forum agreed to by the parties. The issue(s) to be reviewed by the neutral shall be limited to an affirmative or negative assessment of MOSES's claim under the above standards. Should the arbitrator agree with MOSES's position, the parties acknowledge that implementation of the specification shall be subject to ordinary bargaining obligations.

The provisions of this Appendix shall be effective from **July 1, 2017 through June 30, 2020.**

**APPENDIX E**  
**COMMONWEALTH OF MASSACHUSETTS**  
**PROGRAM GUIDELINES**  
**FOR**  
**ALTERNATIVE WORK OPTIONS**

The Commonwealth and MOSES support Alternative Work Options (AWO). The parties agree that there are many benefits that may result from Alternative Work Options such as increased productivity and improved morale throughout the work-place. An Alternative Work Option is available to eligible employees based on operational needs of the Agency. This program shall not be subject to the grievance procedure as outlined in the Collective Bargaining Agreement (CBA), and shall not be arbitrable. All parties must recognize the importance of accepting mutual responsibility for good communication for successful participation in an AWO program. Employees, supervisors and managers must understand the heightened importance of communication once an agency begins an Alternative Work Options program. Verbal and written communication among all parties about schedules is essential to increase the efficiency of the process.

The following are the Commonwealth's guidelines for Alternative Work Options.

**I. Definitions:**

- Alternative Work Options: Variations from the standard work schedule.
- Full-time Employee: Works a total of 37.5 or 40 hours per week.
- Part-time Employee: Works at least half-time, such as 18.75 or 20 hours per week and less than full-time each week.
- Job Sharing: Two part-time employees share the responsibility of one full-time position.
- Telecommuting: Working at an alternate location (a place which differs from an employee's primary work location).
- Four day work week: Working full-time in four days each week, (also known as a compressed workweek).
- Four and one-half day workweek: A full-time work schedule consisting of four extended work days and one day on which the employee works at least 3.5 or 4 hours.
- Staggered Schedule: The scheduled arrival and departure times differ from the standard work hours or shift hours. Once established, the employee works the same schedule each week.
- Flexible ("Flex") Schedule: Daily and or weekly variations in the time an employee starts and or stops working. A Flex schedule permits employees to set their own



schedules within the guidelines established by the Agency's Management and collective bargaining agreements. Arrival and departure times may vary, as can the number of hours worked each day. Employees must work the total number of hours that are required of full-time or part-time employees each week. Employees are able to make up time missed due to a doctor's appointment or any other personal business by working longer that day or making up the time another day during the week. Some agencies may establish "core hours" during which all employees must be at work regardless of individual schedules. This is not a four day work program.

- **Bandwidth:** The earliest time an employee may begin work, to the latest time work may end.
- **Core Hours:** The designated time period during when all employees must be at work, regardless of an alternative schedule. Agencies will define core hours as the range of hours (example 10am to 2pm or 10-11am and 1-3 pm) in a day when employees must be at work, inclusive of a meal period. Example of an exception: Employees working a four and one-half day schedules are exempt from the core hour requirement one day per week. Core hours do not apply when an employee is charging leave time (vacation, sick, or personal time) or unpaid time off.
- **Meal Break:** Federal and state law require employees to take a break for a minimum of 30 minutes after six consecutive hours of work. With prior approval, an employee may take a longer meal break.
- **Holidays:** Regardless of how many hours an employee normally works in a day, all holiday pay is for a maximum of 7.5 hours or 8 hours (pro-rated for part-time employees).
- **Sick, Vacation and Personal Leave:** Approved sick, personal and vacation leave may be charged for core time missed. If a whole day is taken off, an employee must charge their accrued leave time to cover their regularly scheduled hours for that day.
- **Overtime/Comp. Time Policy:** Refer to the Collective Bargaining Agreement.
- **Default Schedule:** Prior approved work schedule.
- **Operational Need:** The Agency must have necessary staff present in order to operate during business hours so that there is no disruption in the workplace. The Agency must also ensure that there is staff to meet the responsibilities of the workplace. (Employees must report to the work site or any other designated location for any required trainings or meetings.)
- Any and all other options mutually agreed upon.

## **II. Eligibility:**

Alternative Work Options are open to employees with the approval of Management. The assessment of a request for an alternative work option involves taking into account the employee's recent performance history, up to 24 months from the date of the request, length of time in the bargaining unit, and operational needs of the Agency. Employees in their probationary period may not participate in an Alternative Work Option Program.

## **III. Application Process:**

- In order to participate, an employee must submit an Alternative Work Options Form and define their “default” schedule for the purpose of ensuring that minimum staffing requirements are met and for ease of time and attendance reporting.
- Unit managers must review all requests for Alternative Work Option schedules and provide a written approval, modification or denial. If the decision is a denial or revocation of an existing individual AWO arrangement, Management must indicate the reason for the denial or revocation. Absent an emergency, the agency will provide notice within ten business days of the elimination of the AWO program for all participants or for a particular participant.
- AWO Request Forms should be maintained in each employee’s personnel file.

## **IV. Alternative Work Options Review Committee**

**A.** Each Department or Agency will establish a process to review all Alternative Work Option (AWO) applications. The review process shall include members from both the Bargaining Unit and Managers.

This process will include all approved and denied AWO applications. The review process will insure that applications are in accordance with the AWO guidelines.

Departments or Agencies will collect information from these applications which will enable them to assess the success of the AWO program.

**B.** There will be a state wide Review Committee which will review the program on a quarterly basis and recommend changes to the program as necessary to the Agency Heads and the Human Resources Division, (HRD). The Committee shall consist of the current Efficiency Work Group members, or in the alternative, three bargaining unit employees and three Managers.

## ALTERNATIVE WORK OPTION APPLICATION FORM

Pursuant to the Alternative Work Option (AWO) Guidelines in the Collective Bargaining Agreement, an Alternative Work Option may be available to eligible employees based on the operational needs of the Agency, which may change. I am aware of Appendix E within the Collective Bargaining Agreement, as well as my Agency's own Alternative Work Option Program.

Start Date Requested: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Type of Alternative Work Option Requested:  
\_\_\_\_\_

**Please Note:** Week-end shifts are available only at Agencies that operate on those days.

Reason for request (voluntary): \_\_\_\_\_  
Attach additional pages if necessary.

If applicable, my requested AWO schedule is as follows:

Day of Week	Start Time	Work Day End	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Weekly Hours			

\_\_\_\_\_  
Employee Signature

Title	Approved	Denied	Modified
Supervisor			
Manager			
Sr. Manager			

Reason (if denied or modified): \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date:

\_\_\_\_\_  
Manager's and Sr. Manager's Signatures Date:

CC: Employee, Supervisor, Manager, Employee's personnel file, MOSES President

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
COMMONWEALTH OF MASSACHUSETTS  
AND  
MOSES**

**Vacation Accruals for Current Employees**

Current employees with less than 4.5 years of creditable service as of the date of this MOU may, upon the approval of the Appointing Authority, begin accruing vacation credits at the rate of 4.326975 hours (37.5/week) or 4.61544 hours (40/week).

To be eligible, employees must have had at least 4.5 years of relevant work history prior to commencement of employment with the Commonwealth.

Employees must apply within 6 months of the implementation of the parties' Collective Bargaining Agreement, on a form to be supplied by their Appointing Authority. If approved, the commencement of the enhanced vacation accrual will be effective July 1, 2018. If the employee fails to file a request within the allotted six months, he/she shall be eligible to receive enhanced vacation accrual on a prospective basis. If the employees' vacation accrual is changed, the employees will remain at this rate until they reach 9.5 years of creditable service with the Commonwealth.

Grievances of an Appointing Authority's denial of accelerated vacation accrual may be processed in an expedited Alternative Dispute Resolution (ADR) hearing upon request by MOSES.

COMMONWEALTH OF MASSACHUSETTS

EMPLOYEE RELEVANT SERVICE REQUEST FORM  
FOR VACATION ACCRUAL STATUS ADJUSTMENT

(To be returned to the agency human resources/payroll office after completion by employee)

*I understand that current employees accruing two weeks of vacation may apply to receive a three week accrual, effective July 1, 2018, if they meet the threshold of four and one half years relevant work experience at the time of hire. I wish to be considered for accelerated vacation accrual status, and I hereby certify that I had at least four and one half (4.5) years of the following relevant work experience at my time of hire. I am including either a current resume, or the resume I submitted at the time of hire, and submit the following information.*

Name \_\_\_\_\_ Current Department \_\_\_\_\_

Current Job Title \_\_\_\_\_

Bargaining Unit \_\_\_\_\_ Work Email Address \_\_\_\_\_

Area Code/Telephone # \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Agency Date of Hire \_\_\_\_\_

Please provide a detailed description of relevant job and/or professional experience, amounting to at least four and one half (4 1/2) years, **at time of agency hire** (attach extra pages if necessary):

Name of Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Description of relevant job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Description of relevant job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Description of relevant job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

***SUBMISSION MUST BE RECEIVED NO LATER THAN \_\_\_\_\_***  
***[6 months from date of the implementation of this agreement]***

.....

Approval:

\_\_\_\_\_  
Agency Head or Designee

\_\_\_\_\_  
Date

Resume included: \_\_\_\_ (Y/N)

**Memorandum of Understanding between the  
Commonwealth of Massachusetts  
and the  
Massachusetts Organization of State Engineers and Scientists**

**Regarding State of Emergency**

During a declared state of Emergency, employees that have been designated emergency personnel that have a documented hardship which prevents the employee from getting to work during said emergency may utilize appropriate leave balances provided that personal leave, if available, is utilized first.

Employees that have been designated as emergency personnel shall have flexibility regarding late arrival to work and the ability to utilize appropriate leave balances so long as the employee has notified the employer, at least one (1) hour prior to the starting time of their shift, that due to the state of Emergency, the employee is unable to arrive at the normal starting time of the shift. In single shift agencies, employees requesting to use appropriate leave balances must notify the designated representative not later than fifteen (15) minutes after the start of the workday. In such situations, personal leave, if available, must be utilized first.

The parties agree to establish a joint labor management committee to continue further discussion on this topic and other aspects of emergency and un-planned work, compensation and safety, during the life of the Collective Bargaining Agreement.

Employees who are designated as emergency personnel and are required to physically report to a work location when non-emergency personnel are directed to stay home, shall be provided with one (1) emergency day effective the first full pay period in January. Said emergency day must be taken within the calendar year it was granted at a time requested by the employee and approved by the Appointing Authority. Any emergency leave not taken by the last Saturday prior to the first full pay period in January will be forfeited by the employee.

Employees designated as emergency personnel shall be notified in writing of such designation upon hire, upon change in classification or by September 1<sup>st</sup> of each year.

**Memorandum of Understanding  
between the  
Commonwealth of Massachusetts  
and the  
Massachusetts Organization of State Engineers and Scientists**

**Use of Bereavement Leave**

Any denial of a request for reasonable use of bereavement leave may be reviewed and considered by the Human Resources Division's Office of Employee Relations upon request.



## **SECTION II**

*In addition to changes in the Collective Bargaining Agreement, the parties have come to agreement on the following item:*

### **Notice of New Hires**

The Human Resources Division will provide the union with regular notice of accepted offers of employment into the bargaining unit. This information will include new hires, rehires and transfers. The union will provide HRD a designated e-mail address to which said information may be sent.

## **SECTION III**

### **HR/CMS INSTRUCTIONS**

The salary increases for MOSES, Unit 9 will be automated in HR/CMS. Predictive & updated reports will be available in Document Direct and Luminist that will facilitate the identification of employees receiving July 2017, July 2018, and July 2019 increase in salary rate.

Detailed instructions along with a frequently asked questions document will be available on the HR/CMS Weekly Bulletin and published on the HR/CMS Knowledge Center for all users.

Questions regarding HR/CMS Instructions should be directed to Common Help at 866-888-2808

## **INSTRUCTIONS FROM ADMINISTRATION AND FINANCE**

Section 67 of Chapter 273 of the Acts of 2018 includes an appropriation (1599-4449) to fund incremental costs of the Massachusetts Organization of State Engineers and Scientists collective bargaining agreement. This complements collective bargaining funds appropriated in items 1599-4448 of the FY19 GAA.

Please address questions on A&F policies to Daniel Shark, Fiscal Policy Analyst, at 857-400-5458.

# **BU 09 Salary Plans (09A/B)**

**1% increase + 1% revenue trigger for all steps effective 7/9/2017**

Gr	1	2	3	4	5	6	7	8	9	10	11	12	13
11	\$1,349.15	\$1,380.26	\$1,412.06	\$1,444.57	\$1,477.88	\$1,511.91	\$1,546.70	\$1,582.36	\$1,618.79	\$1,656.09	\$1,717.79	\$1,823.40	\$1,859.86
12	\$1,377.00	\$1,408.79	\$1,441.27	\$1,474.52	\$1,508.47	\$1,543.27	\$1,578.87	\$1,615.30	\$1,652.51	\$1,690.62	\$1,753.53	\$1,861.31	\$1,898.54
13	\$1,456.08	\$1,489.54	\$1,523.74	\$1,558.74	\$1,594.54	\$1,631.20	\$1,668.63	\$1,707.02	\$1,746.18	\$1,786.33	\$1,852.87	\$1,966.75	\$2,006.09
14	\$1,529.88	\$1,568.59	\$1,608.28	\$1,648.99	\$1,690.66	\$1,733.46	\$1,777.30	\$1,822.27	\$1,868.35	\$1,915.62	\$1,986.95	\$2,109.10	\$2,151.28
15	\$1,610.45	\$1,652.40	\$1,695.52	\$1,739.78	\$1,785.11	\$1,831.70	\$1,879.49	\$1,928.46	\$1,978.82	\$2,030.39	\$2,105.99	\$2,235.46	\$2,280.18
16	\$1,693.18	\$1,739.85	\$1,787.73	\$1,837.03	\$1,887.60	\$1,939.54	\$1,992.96	\$2,047.90	\$2,104.26	\$2,162.22	\$2,242.75	\$2,380.62	\$2,428.23
17	\$1,790.90	\$1,839.69	\$1,889.82	\$1,941.27	\$1,994.18	\$2,048.47	\$2,104.32	\$2,161.65	\$2,220.50	\$2,280.98	\$2,365.93	\$2,511.38	\$2,561.60
18	\$1,882.65	\$1,935.33	\$1,989.57	\$2,045.25	\$2,102.52	\$2,161.38	\$2,221.93	\$2,284.12	\$2,348.03	\$2,413.76	\$2,503.65	\$2,657.55	\$2,710.71
19	\$1,975.96	\$2,032.48	\$2,090.72	\$2,150.58	\$2,212.10	\$2,275.40	\$2,340.55	\$2,407.58	\$2,476.46	\$2,547.37	\$2,642.25	\$2,804.69	\$2,860.78
20	\$2,078.01	\$2,136.60	\$2,196.88	\$2,258.82	\$2,322.48	\$2,387.98	\$2,455.29	\$2,524.54	\$2,595.69	\$2,668.84	\$2,768.26	\$2,938.43	\$2,997.21
21	\$2,171.25	\$2,234.02	\$2,298.64	\$2,365.13	\$2,433.53	\$2,503.84	\$2,576.26	\$2,650.77	\$2,727.41	\$2,806.25	\$2,910.80	\$3,089.72	\$3,151.52
21A	\$2,181.89	\$2,244.97	\$2,309.91	\$2,376.72	\$2,445.46	\$2,516.12	\$2,588.89	\$2,663.75	\$2,740.79	\$2,820.01	\$2,925.07	\$3,104.87	\$3,166.97
21B	\$2,213.82	\$2,277.82	\$2,343.72	\$2,411.50	\$2,481.25	\$2,552.94	\$2,626.78	\$2,702.74	\$2,780.89	\$2,861.28	\$2,967.87	\$3,150.31	\$3,213.32
22	\$2,275.65	\$2,342.46	\$2,411.16	\$2,481.96	\$2,554.83	\$2,629.84	\$2,707.01	\$2,786.49	\$2,868.29	\$2,952.46	\$3,062.41	\$3,250.66	\$3,315.68
23	\$2,388.54	\$2,457.39	\$2,528.21	\$2,601.09	\$2,676.15	\$2,753.22	\$2,832.58	\$2,914.26	\$2,998.25	\$3,084.70	\$3,199.57	\$3,396.27	\$3,464.19
23A	\$2,435.08	\$2,505.26	\$2,577.48	\$2,651.77	\$2,728.29	\$2,806.86	\$2,887.76	\$2,971.04	\$3,056.66	\$3,144.80	\$3,261.91	\$3,462.43	\$3,531.68
24	\$2,492.79	\$2,565.32	\$2,640.02	\$2,716.84	\$2,795.96	\$2,877.31	\$2,961.08	\$3,047.25	\$3,135.94	\$3,227.21	\$3,347.43	\$3,553.24	\$3,624.30
25	\$2,597.87	\$2,674.42	\$2,753.16	\$2,834.32	\$2,917.84	\$3,003.75	\$3,092.27	\$3,183.40	\$3,277.17	\$3,373.71	\$3,499.35	\$3,714.51	\$3,788.79
25A	\$2,648.48	\$2,726.53	\$2,806.80	\$2,889.55	\$2,974.69	\$3,062.27	\$3,152.51	\$3,245.41	\$3,341.01	\$3,439.44	\$3,567.53	\$3,786.87	\$3,862.61
26	\$2,690.64	\$2,770.76	\$2,853.29	\$2,938.32	\$3,025.84	\$3,115.96	\$3,208.78	\$3,304.35	\$3,402.76	\$3,504.09	\$3,634.60	\$3,858.03	\$3,935.19
27	\$2,803.33	\$2,886.19	\$2,971.40	\$3,059.20	\$3,149.55	\$3,242.62	\$3,338.40	\$3,437.01	\$3,538.55	\$3,643.10	\$3,778.77	\$4,011.08	\$4,091.31
28	\$2,914.40	\$3,001.11	\$3,090.42	\$3,182.40	\$3,277.09	\$3,374.58	\$3,475.01	\$3,578.39	\$3,684.84	\$3,794.48	\$3,935.82	\$4,177.76	\$4,261.32
29	\$3,023.06	\$3,113.64	\$3,206.92	\$3,302.97	\$3,401.93	\$3,503.82	\$3,608.79	\$3,716.91	\$3,828.23	\$3,942.88	\$4,089.73	\$4,341.15	\$4,427.98
30	\$3,087.54	\$3,180.18	\$3,275.53	\$3,373.76	\$3,475.03	\$3,579.24	\$3,686.57	\$3,797.18	\$3,911.02	\$4,028.37	\$4,178.39	\$4,435.25	\$4,523.96
31	\$3,200.75	\$3,297.37	\$3,396.86	\$3,499.32	\$3,604.97	\$3,713.74	\$3,825.77	\$3,941.23	\$4,060.12	\$4,182.65	\$4,338.48	\$4,605.19	\$4,697.30
32	\$3,324.75	\$3,425.17	\$3,528.63	\$3,635.22	\$3,745.04	\$3,858.18	\$3,974.71	\$4,094.70	\$4,218.37	\$4,345.79	\$4,507.65	\$4,784.77	\$4,880.46
33	\$3,448.70	\$3,552.95	\$3,660.41	\$3,771.06	\$3,885.07	\$4,002.59	\$4,123.58	\$4,248.23	\$4,376.65	\$4,509.00	\$4,676.94	\$4,964.45	\$5,063.74

**BU 09 Salary Plans (09A/B)**
**% increase in corresponding steps effective 7/8/2018**

	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	2.2240%
Gr	1	2	3	4	5	6	7	8	9	10	11	12	13
11	\$1,372.76	\$1,404.41	\$1,436.77	\$1,469.85	\$1,503.74	\$1,538.37	\$1,573.77	\$1,610.05	\$1,647.12	\$1,685.07	\$1,747.85	\$1,855.31	\$1,901.22
12	\$1,401.10	\$1,433.44	\$1,466.49	\$1,500.32	\$1,534.87	\$1,570.28	\$1,606.50	\$1,643.57	\$1,681.43	\$1,720.21	\$1,784.22	\$1,893.88	\$1,940.76
13	\$1,481.56	\$1,515.61	\$1,550.41	\$1,586.02	\$1,622.44	\$1,659.75	\$1,697.83	\$1,736.89	\$1,776.74	\$1,817.59	\$1,885.30	\$2,001.17	\$2,050.71
14	\$1,556.65	\$1,596.04	\$1,636.42	\$1,677.85	\$1,720.25	\$1,763.80	\$1,808.40	\$1,854.16	\$1,901.05	\$1,949.14	\$2,021.72	\$2,146.01	\$2,199.12
15	\$1,638.63	\$1,681.32	\$1,725.19	\$1,770.23	\$1,816.35	\$1,863.75	\$1,912.38	\$1,962.21	\$2,013.45	\$2,065.92	\$2,142.84	\$2,274.58	\$2,330.89
16	\$1,722.81	\$1,770.30	\$1,819.02	\$1,869.18	\$1,920.63	\$1,973.48	\$2,027.84	\$2,083.74	\$2,141.08	\$2,200.06	\$2,282.00	\$2,422.28	\$2,482.23
17	\$1,822.24	\$1,871.88	\$1,922.89	\$1,975.24	\$2,029.08	\$2,084.32	\$2,141.15	\$2,199.48	\$2,259.36	\$2,320.90	\$2,407.33	\$2,555.33	\$2,618.57
18	\$1,915.60	\$1,969.20	\$2,024.39	\$2,081.04	\$2,139.31	\$2,199.20	\$2,260.81	\$2,324.09	\$2,389.12	\$2,456.00	\$2,547.46	\$2,704.06	\$2,771.00
19	\$2,010.54	\$2,068.05	\$2,127.31	\$2,188.22	\$2,250.81	\$2,315.22	\$2,381.51	\$2,449.71	\$2,519.80	\$2,591.95	\$2,688.49	\$2,853.77	\$2,924.40
20	\$2,114.38	\$2,173.99	\$2,235.33	\$2,298.35	\$2,363.12	\$2,429.77	\$2,498.26	\$2,568.72	\$2,641.11	\$2,715.54	\$2,816.70	\$2,989.85	\$3,063.87
21	\$2,209.25	\$2,273.12	\$2,338.87	\$2,406.52	\$2,476.12	\$2,547.66	\$2,621.34	\$2,697.16	\$2,775.14	\$2,855.36	\$2,961.74	\$3,143.79	\$3,221.61
21A	\$2,220.07	\$2,284.26	\$2,350.33	\$2,418.31	\$2,488.26	\$2,560.15	\$2,634.20	\$2,710.37	\$2,788.75	\$2,869.36	\$2,976.26	\$3,159.21	\$3,237.40
21B	\$2,252.56	\$2,317.68	\$2,384.74	\$2,453.70	\$2,524.67	\$2,597.62	\$2,672.75	\$2,750.04	\$2,829.56	\$2,911.35	\$3,019.81	\$3,205.44	\$3,284.78
22	\$2,315.47	\$2,383.45	\$2,453.36	\$2,525.39	\$2,599.54	\$2,675.86	\$2,754.38	\$2,835.25	\$2,918.49	\$3,004.13	\$3,116.00	\$3,307.55	\$3,389.42
23	\$2,430.34	\$2,500.39	\$2,572.45	\$2,646.61	\$2,722.98	\$2,801.40	\$2,882.15	\$2,965.26	\$3,050.72	\$3,138.68	\$3,255.56	\$3,455.70	\$3,541.23
23A	\$2,477.69	\$2,549.10	\$2,622.59	\$2,698.18	\$2,776.04	\$2,855.98	\$2,938.30	\$3,023.03	\$3,110.15	\$3,199.83	\$3,318.99	\$3,523.02	\$3,610.22
24	\$2,536.41	\$2,610.21	\$2,686.22	\$2,764.38	\$2,844.89	\$2,927.66	\$3,012.90	\$3,100.58	\$3,190.82	\$3,283.69	\$3,406.01	\$3,615.42	\$3,704.90
25	\$2,643.33	\$2,721.22	\$2,801.34	\$2,883.92	\$2,968.90	\$3,056.32	\$3,146.38	\$3,239.11	\$3,334.52	\$3,432.75	\$3,560.59	\$3,779.51	\$3,873.05
25A	\$2,694.83	\$2,774.24	\$2,855.92	\$2,940.12	\$3,026.75	\$3,115.86	\$3,207.68	\$3,302.20	\$3,399.48	\$3,499.63	\$3,629.96	\$3,853.14	\$3,948.51
26	\$2,737.73	\$2,819.25	\$2,903.22	\$2,989.74	\$3,078.79	\$3,170.49	\$3,264.93	\$3,362.18	\$3,462.31	\$3,565.41	\$3,698.21	\$3,925.55	\$4,022.71
27	\$2,852.39	\$2,936.70	\$3,023.40	\$3,112.74	\$3,204.67	\$3,299.37	\$3,396.82	\$3,497.16	\$3,600.47	\$3,706.85	\$3,844.90	\$4,081.27	\$4,182.30
28	\$2,965.40	\$3,053.63	\$3,144.50	\$3,238.09	\$3,334.44	\$3,433.64	\$3,535.82	\$3,641.01	\$3,749.32	\$3,860.88	\$4,004.70	\$4,250.87	\$4,356.09
29	\$3,075.96	\$3,168.13	\$3,263.04	\$3,360.77	\$3,461.46	\$3,565.14	\$3,671.94	\$3,781.96	\$3,895.22	\$4,011.88	\$4,161.30	\$4,417.12	\$4,526.46
30	\$3,141.57	\$3,235.83	\$3,332.85	\$3,432.80	\$3,535.84	\$3,641.88	\$3,751.08	\$3,863.63	\$3,979.46	\$4,098.87	\$4,251.51	\$4,512.87	\$4,624.57
31	\$3,256.76	\$3,355.07	\$3,456.31	\$3,560.56	\$3,668.06	\$3,778.73	\$3,892.72	\$4,010.20	\$4,131.17	\$4,255.85	\$4,414.40	\$4,685.78	\$4,801.77
32	\$3,382.93	\$3,485.11	\$3,590.38	\$3,698.84	\$3,810.58	\$3,925.70	\$4,044.27	\$4,166.36	\$4,292.19	\$4,421.84	\$4,586.53	\$4,868.50	\$4,989.00
33	\$3,509.05	\$3,615.13	\$3,724.47	\$3,837.05	\$3,953.06	\$4,072.64	\$4,195.74	\$4,322.57	\$4,453.24	\$4,587.91	\$4,758.79	\$5,051.33	\$5,176.36

**BU 09 Salary Plans (09A/B)**

**% increase in corresponding steps effective 7/7/2019**

	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	1.7500%	2.2240%
Gr	1	2	3	4	5	6	7	8	9	10	11	12	13
11	\$1,396.78	\$1,428.99	\$1,461.91	\$1,495.57	\$1,530.06	\$1,565.29	\$1,601.31	\$1,638.23	\$1,675.94	\$1,714.56	\$1,778.44	\$1,887.78	\$1,943.50
12	\$1,425.62	\$1,458.53	\$1,492.15	\$1,526.58	\$1,561.73	\$1,597.76	\$1,634.61	\$1,672.33	\$1,710.86	\$1,750.31	\$1,815.44	\$1,927.02	\$1,983.92
13	\$1,507.49	\$1,542.13	\$1,577.54	\$1,613.78	\$1,650.83	\$1,688.80	\$1,727.54	\$1,767.29	\$1,807.83	\$1,849.40	\$1,918.29	\$2,036.19	\$2,096.32
14	\$1,583.89	\$1,623.97	\$1,665.06	\$1,707.21	\$1,750.35	\$1,794.67	\$1,840.05	\$1,886.61	\$1,934.32	\$1,983.25	\$2,057.10	\$2,183.57	\$2,248.03
15	\$1,667.31	\$1,710.74	\$1,755.38	\$1,801.21	\$1,848.14	\$1,896.37	\$1,945.85	\$1,996.55	\$2,048.69	\$2,102.07	\$2,180.34	\$2,314.39	\$2,382.73
16	\$1,752.96	\$1,801.28	\$1,850.85	\$1,901.89	\$1,954.24	\$2,008.02	\$2,063.33	\$2,120.21	\$2,178.55	\$2,238.56	\$2,321.94	\$2,464.67	\$2,537.43
17	\$1,854.13	\$1,904.64	\$1,956.54	\$2,009.81	\$2,064.59	\$2,120.80	\$2,178.62	\$2,237.97	\$2,298.90	\$2,361.52	\$2,449.46	\$2,600.05	\$2,676.81
18	\$1,949.12	\$2,003.66	\$2,059.82	\$2,117.46	\$2,176.75	\$2,237.69	\$2,300.37	\$2,364.76	\$2,430.93	\$2,498.98	\$2,592.04	\$2,751.38	\$2,832.63
19	\$2,045.72	\$2,104.24	\$2,164.54	\$2,226.51	\$2,290.20	\$2,355.74	\$2,423.19	\$2,492.58	\$2,563.90	\$2,637.31	\$2,735.54	\$2,903.71	\$2,989.44
20	\$2,151.38	\$2,212.03	\$2,274.45	\$2,338.57	\$2,404.47	\$2,472.29	\$2,541.98	\$2,613.67	\$2,687.33	\$2,763.06	\$2,865.99	\$3,042.17	\$3,132.01
21	\$2,247.91	\$2,312.90	\$2,379.80	\$2,448.63	\$2,519.45	\$2,592.24	\$2,667.21	\$2,744.36	\$2,823.70	\$2,905.33	\$3,013.57	\$3,198.81	\$3,293.26
21A	\$2,258.92	\$2,324.23	\$2,391.46	\$2,460.63	\$2,531.80	\$2,604.95	\$2,680.30	\$2,757.80	\$2,837.55	\$2,919.57	\$3,028.34	\$3,214.50	\$3,309.40
21B	\$2,291.98	\$2,358.24	\$2,426.47	\$2,496.64	\$2,568.85	\$2,643.08	\$2,719.52	\$2,798.17	\$2,879.08	\$2,962.30	\$3,072.66	\$3,261.54	\$3,357.83
22	\$2,355.99	\$2,425.16	\$2,496.29	\$2,569.58	\$2,645.03	\$2,722.69	\$2,802.58	\$2,884.87	\$2,969.56	\$3,056.70	\$3,170.53	\$3,365.43	\$3,464.80
23	\$2,472.87	\$2,544.15	\$2,617.47	\$2,692.93	\$2,770.63	\$2,850.42	\$2,932.59	\$3,017.15	\$3,104.11	\$3,193.61	\$3,312.53	\$3,516.17	\$3,619.99
23A	\$2,521.05	\$2,593.71	\$2,668.49	\$2,745.40	\$2,824.62	\$2,905.96	\$2,989.72	\$3,075.93	\$3,164.58	\$3,255.83	\$3,377.07	\$3,584.67	\$3,690.51
24	\$2,580.80	\$2,655.89	\$2,733.23	\$2,812.76	\$2,894.68	\$2,978.89	\$3,065.63	\$3,154.84	\$3,246.66	\$3,341.15	\$3,465.62	\$3,678.69	\$3,787.30
25	\$2,689.59	\$2,768.84	\$2,850.36	\$2,934.39	\$3,020.86	\$3,109.81	\$3,201.44	\$3,295.79	\$3,392.87	\$3,492.82	\$3,622.90	\$3,845.65	\$3,959.19
25A	\$2,741.99	\$2,822.79	\$2,905.90	\$2,991.57	\$3,079.72	\$3,170.39	\$3,263.81	\$3,359.99	\$3,458.97	\$3,560.87	\$3,693.48	\$3,920.57	\$4,036.32
26	\$2,785.64	\$2,868.59	\$2,954.03	\$3,042.06	\$3,132.67	\$3,225.97	\$3,322.07	\$3,421.02	\$3,522.90	\$3,627.80	\$3,762.93	\$3,994.25	\$4,112.18
27	\$2,902.31	\$2,988.09	\$3,076.31	\$3,167.21	\$3,260.75	\$3,357.11	\$3,456.26	\$3,558.36	\$3,663.48	\$3,771.72	\$3,912.19	\$4,152.69	\$4,275.31
28	\$3,017.29	\$3,107.07	\$3,199.53	\$3,294.76	\$3,392.79	\$3,493.73	\$3,597.70	\$3,704.73	\$3,814.93	\$3,928.45	\$4,074.78	\$4,325.26	\$4,452.97
29	\$3,129.79	\$3,223.57	\$3,320.14	\$3,419.58	\$3,522.04	\$3,627.53	\$3,736.20	\$3,848.14	\$3,963.39	\$4,082.09	\$4,234.12	\$4,494.42	\$4,627.13
30	\$3,196.55	\$3,292.46	\$3,391.17	\$3,492.87	\$3,597.72	\$3,705.61	\$3,816.72	\$3,931.24	\$4,049.10	\$4,170.60	\$4,325.91	\$4,591.85	\$4,727.42
31	\$3,313.75	\$3,413.78	\$3,516.80	\$3,622.87	\$3,732.25	\$3,844.86	\$3,960.84	\$4,080.38	\$4,203.47	\$4,330.33	\$4,491.65	\$4,767.78	\$4,908.56
32	\$3,442.13	\$3,546.10	\$3,653.21	\$3,763.57	\$3,877.27	\$3,994.40	\$4,115.04	\$4,239.27	\$4,367.30	\$4,499.22	\$4,666.79	\$4,953.70	\$5,099.96
33	\$3,570.46	\$3,678.39	\$3,789.65	\$3,904.20	\$4,022.24	\$4,143.91	\$4,269.17	\$4,398.21	\$4,531.17	\$4,668.20	\$4,842.07	\$5,139.73	\$5,291.48

